

**Women's Club at UCF**  
**Executive Board/Executive Committee Meeting**  
**December 9, 2022**  
**9 a.m.-11 a.m.**

Meeting was held at the UCF Foundation, Inc. facility located at 12424 Research Pkwy #250, Orlando, FL 32826 and also via Zoom.

- **Present:** Linda Hennig, Karen Manglardi (via zoom), Cathy Davis, Kathy Littlefield, Sue Chapman (via zoom), Donna Albert, Kelly Young, Dell Shadgett, Doreen Behmke, Zalpha Hashem
- **Guest Members:** Joanne McCulley, Cynthia Chamberlain
- **Board Members unable to attend:** Maggie LeClair, Teresa Riedel

**Call to Order:** President Linda Hennig called the meeting to order at 9:05 a.m. Agenda for the meeting is attached.

**President's Report:** Linda Hennig welcomed everyone and expressed that the Fall Luncheon meeting held in Nov 4 was well attended and enjoyed.

**Vice President's Report:** Karen Manglardi indicated that she had sent out emails/reached out to the members who had not renewed their membership to get some feedback. Three of the members indicated that they wanted to pay and remain as members. Several of the others who did not renew indicated that they are too busy to be involved with club due to their work and other commitments they have. Karen indicated that engagement by members on Facebook page was a little low and asked to encourage IG leaders to upload pictures from their events. Administrators for the Facebook page are Teresa Riedel, Sue Chapman, and Karen Manglardi. Everyone who is on the club's Facebook Page can upload.

**Secretary's Report:** Zalpha Hashem indicated that the October Meeting Minutes and November Luncheon Meeting were provided to the board via email for review prior to the meeting. Motions were made to approve both meeting minutes. The minutes from the October 14 meeting and November 4th luncheon meeting were unanimously approved as submitted via email. Currently luncheon meetings and all board meetings are set for "public" viewing, but that can be changed if needed.

**Treasurer's Report:** Cathy Davis provided the club's financial status as of 12/9/2022. Total finances are: \$25,752. Breakdown of these funds per account type are: Savings account: \$5,067, Checking account: \$19,848 and PayPal: \$837. Membership dues were collected from 166 members at \$35.00/\$45.00 for a total of \$7,329.

Cathy summarized three honorariums/donations from the board and sought board approval. Motions were made and unanimously approved for the following:

- Memorial Donation of \$100 in memory and honor of Janice Fisher.
- Donation of \$150 to the College of Nursing on behalf of the guest speaker at the Fall Luncheon.
- Donation of \$100 to the Knights Pantry charity recognized by Melinda Cartwright at the First Ladies Tea held in December.

Discussion on donations of Gift Card (\$50), gift, and cookies to Jen and Jeff Rupert for hosting the Cookie Exchange. These gifts are already part of the budget and were discussed to ensure that they are brought to the event.

**Scholarship Report:** No report.

**Interest Groups:** Donna Albert reported that all table displays for each Interest Group at the Fall Luncheon were well laid out for attendees to see them and ask questions. All groups are active and she will remind IG leaders to post pictures to Facebook.

**Sunshine:** Linda Hennig reported on behalf of Teresa Riedel. Teresa has been active sending cards of condolences and ecards of get well to members as needed. Keep Teresa informed of any such news.

**Newsletter:** Zalpha Hashem indicated that the Fall Newsletter is experiencing delays to all the hurricanes and holidays. Plan is to complete newsletter and provide for review such that it can be sent out to membership.

**Website:** Zalpha Hashem reported that Interest Group contacts and information have been updated and all membership updates have been made as of that time. Specifically, members who did not renew have been made inactive on the website and will be re-activated when they pay/renews. Zalpha indicated that we should do a comparison between our email distribution lists and the membership lists to ensure that all current active and new members are on the distribution lists.

Linda indicated that a website evaluation task force will be starting and will include Karen Manglardi, Sue Chapman, Leslie Collin, and Zalpha Hashem.

**Hall of Fame Committee:** Kathy Littlefield reported that the committee has met several times to review nominees. Committee members have conducted interviews, researched on-line, and gathered information about each nominee. The committee has finished the first phase of the process and has a list of recommended nominees for consideration and approval by the board.

## **OLD BUSINESS**

**Fall Luncheon Recap:** Linda Hennig again thanked those who provided assistance with the planning process and UCF Advancement for co-hosting the luncheon.

Cathy Davis provided a summary chart detailing the Fall Luncheon Meeting financials. Total number of attendees was 99 comprised of 88 members paying \$33 each and 11 attendees who were complimentary/paid by the club dues. Scholarship Funds of \$1,946 were collected predominantly from the "table jars" and from those members who donated their payment to the luncheon since they were not able to attend the rescheduled luncheon (cancelled from Oct and held in Nov). See the full summary of this report in attachment 1.

Kelly Young, our liaison to the UCF Foundation/Advancement, reported that payment has been made to their caterer, Aramark. She indicated that the women's club had included/added a gratuity of \$508.39 to the payment, however, this gratuity cannot be accepted by the caterer. Therefore, this money is available for the club/board to decide upon how to disposition it. She will send an email with details of options available to us to close on this matter.

**Volunteer Activities Recap:** Linda summarized the volunteer activities that Teresa Riedel and she led for our women's club in support of the UCF Arboretum and the CEELAB activities. She indicated that another event is being coordinating for volunteering at the Arboretum, just for the Women's Club members, possibly in January.

## **NEW BUSINESS**

**Hall of Fame Committee:** Kathy Littlefield provided a hand-out that identified the members being nominated for induction to the next Hall of Fame membership. The hand-out provide the name of each individual accompanied by a summary paragraph detailing the accomplishments and details for being chosen as a HOF nominee. Kathy indicated that the list of nominees is being presented as a slate of all nominees, not one by one, to be voted upon by the board.

Dell Shadgett submitted a motion to approve entire slate of nominees as inductees to the Women's Club at UCF Hall of Fame. Doreen Behmke seconded the motion. The slate of names was approved by a unanimous vote.

**Spring Luncheon Planning:** Linda stated that the board members voted by email regarding the best possible date to hold the Spring Luncheon Meeting. Based on the feedback, the tentative date for the Spring Luncheon is 24 March 2023.

Linda summarized that we will be getting quotes from Legacy Pointe, Double Tree, and other possible venues for holding the event. Kelly Young is also looking into the possibility of holding the luncheon at the Live Oak Event Venue again. She will ask them for a catering proposal. The meetings/programs committee will be meeting to work out details.

**New Member Orientation:** Karen Manglardi indicated that she will be holding the New Member Orientation at her house. She proposed three possible dates to hold the event. January 21, 2023 was the date decided upon by the group.

## **Upcoming Events:**

- The annual Cookie Exchange will be held December 13. Coordinated by Ranetta Guinn and hosted at Jen Rupert's home.
- New Member Orientation on January 21.
- Spring Luncheon on March 24.

**Next Meeting:** **Jan, 13, 2023** at 9:00 am. President Linda Hennig adjourned the meeting at 10:36 am.

**Submitted for approval by:** Zalpha Hashem, Secretary of the Women's Club at UCF

Approved by the Board On:     01/13/2023      
(Date: MM/DD/YEAR)

## **AGENDA**

Executive Board/Executive Committee Meeting

Women's Club at UCF

December 9, 2022

At UCF Foundation, Inc. and ZOOM Meeting link for call in.

**Call to Order** (L. Hennig) Welcome

**President's Report** (L. Hennig)

**Vice President's Report** (K. Manglardi)

Membership

Renewal Drive Report

**Secretary's Report** (Z. Hashem)

Minutes from Fall 2022 Luncheon were sent via email for review.

Motion to accept

**Treasurer's Report** (C. Davis)

Memorial Donation J. Fisher

**Scholarship Report** (M. LeClair)

**Interest Groups** (D. Albert)

**Sunshine Committee** (T. Riedel)

**Newsletter** (Z. Hashem)

**Website** (Z. Hashem)

**Hall of Fame Committee** (K. Littlefield)

### **OLD BUSINESS**

1. Fall Luncheon recap (S. Chapman, L. Hennig, C. Davis, D. Albert, K. Young)
2. Volunteer activities recap
  - a. Arboretum: T. Riedel
  - b. CEELAB activities: L. Hennig

### **NEW BUSINESS**

1. Hall of Fame Committee report and motion: K. Littlefield
2. Spring Luncheon Planning: L. Hennig
  - a. Spring Luncheon best date 3/24
  - b. Venue Possibilities: Double Tree by Hilton, Live Oak Event Center; Legacy Pointe, other?

### **Upcoming Events**

Cookie Exchange December 13, 6:30 p.m.

New Member Orientation

Spring Special Social Event

Spring break Monday March 13 – Sunday March 19, 2023

Volunteer Activities

**Adjourn**

**Next Meeting: Jan 13, 2023**

**ATTACHMENT 1**  
**FINANCIAL SUMMARY - FALL LUNCHEON MEETING**  
**November 4, 2022**

|  |                    |                   |                        |  |
|--|--------------------|-------------------|------------------------|--|
| Fall Luncheon Meeting Summary          |                    |                   |                        |  |
| November 4, 2022                       |                    |                   |                        |  |
|  |                    |                   |                        |  |
|  |                    |                   |                        |  |
|  | <u># of People</u> | <u>\$\$\$</u>     | <u>Cost per person</u> |  |
| <b>Total Expenditures</b>              |                    |                   |                        |  |
| Cost of Venue/Catering                 |                    | \$3,320.35        | \$33.54                |  |
| Honorarium                             |                    | 150.00            |                        |  |
| Printing programs                      |                    | 78.00             |                        |  |
| Total Cost                             |                    | <u>\$3,548.35</u> | <u>\$35.84</u>         |  |
|  |                    |                   |                        |  |
|  |                    |                   |                        |  |
| <b>Attendees and Fees Collected</b>    |                    |                   |                        |  |
| Paying at \$33/each                    | 88                 | \$2,904.00        |                        |  |
| Complimentary                          | 11                 | 0.00              |                        |  |
| Total Attending and Collected          | <u>99</u>          | <u>\$2,904.00</u> |                        |  |
|  |                    |                   |                        |  |
|  |                    |                   |                        |  |
| <b>Cost to Club (Budget \$615)</b>     |                    | <u>\$644.35</u>   |                        |  |
|  |                    |                   |                        |  |
|  |                    |                   |                        |  |
| <b>Cancelled upon date reschedule</b>  |                    |                   |                        |  |
| Refunded                               | 1                  | \$33.00           |                        |  |
| Donated to Scholarship Fund            | 14                 | 462.00            |                        |  |
| Apply to Spring Lunch                  | 3                  | 99.00             |                        |  |
| Total cancelled                        | <u>18</u>          | <u>\$594.00</u>   |                        |  |
|  |                    |                   |                        |  |
|  |                    |                   |                        |  |
| <b>Collected for Scholarship Funds</b> |                    |                   |                        |  |
| From table jars                        |                    | \$1,484.00        |                        |  |
| Donated from cancelled luncheon        |                    | 462.00            |                        |  |
| Total collected for Scholarship Funds  |                    | <u>\$1,946.00</u> |                        |  |
|  |                    |                   |                        |  |